



MISSION STATEMENT

It is the mission of the City Treasurer's Office to act as the City's receipting and disbursing agent of all public monies in order to maximize the investing of idle funds.

ABOUT CITY TREASURER

The City Treasurer's Office is responsible for receiving, disbursing, depositing and investing all public funds for the City, the Youth Endowment Services (YES) Fund, the Parking Authority, the Public Financing Authority, the Successor Agency and the Housing Authority.

Monthly reports, including cash balances by fund and reconciled bank balances, are provided to the Financial Services Director.

The City Treasurer's Office also provides monthly reports indicating the type and amount of investments and deposits, the institutions in which these deposits are made, market values, maturity dates and rates of interest for all outstanding investments, as well as others that matured during the month, to the City Council, the Youth Endowment Services (YES) Fund Board, the Parking Authority, the Public Financing Authority, the Successor Agency and the Housing Authority. These monthly reports are also provided to the City Manager, Financial Services Director, Burbank Water and Power (BWP) General Manager, Chief Financial Officer (BWP) and members of the Treasurer's Oversight Review Committee.

OBJECTIVES

The primary objective of the City Treasurer's Office is the safekeeping of City funds. Safety, liquidity and yield are always considered (in that order) when investing idle funds.

CHANGES FROM PRIOR YEAR

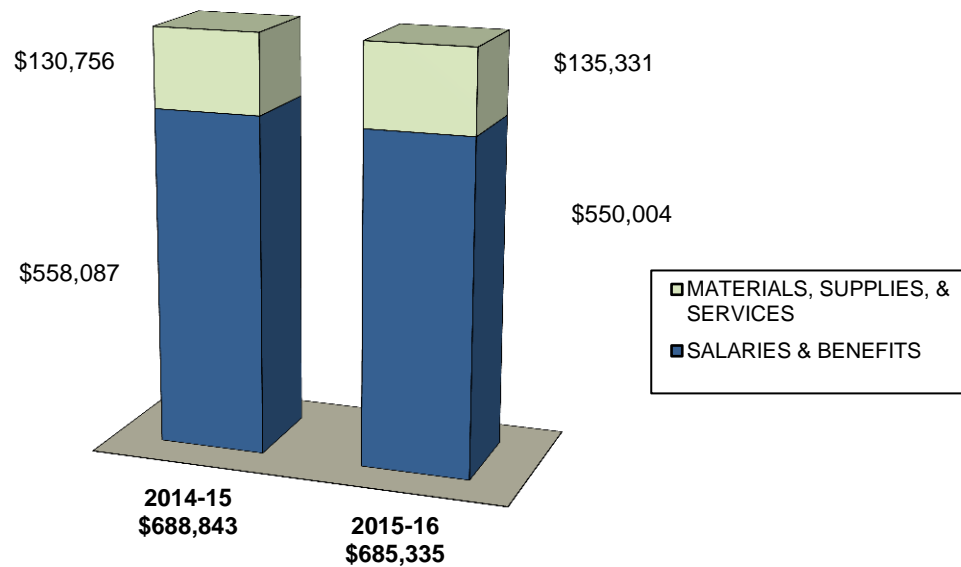
Continued savings in bank fees have been used to increase staff training and membership in professional organizations for all staff positions.

DEPARTMENT SUMMARY

	EXPENDITURES 2013-14	BUDGET 2014-15	BUDGET 2015-16	CHANGE FROM PRIOR YEAR
Staff Years	5,000	5,000	5,000	
Salaries & Benefits	\$ 587,628	\$ 558,087	\$ 550,004	\$ (8,083)
Materials, Supplies, Services	83,349	130,756	135,331	4,575
TOTAL	\$ 670,977	\$ 688,843	\$ 685,335	\$ (3,508)



DEPARTMENT SUMMARY



2014-15 WORK PROGRAM HIGHLIGHTS

- Average investment portfolio yield for FY 2014-15 projected to be 1.00% looks to come fairly close despite the significant mid-year drop in yields that occurred as a result of inflation not meeting targets and geopolitical influences.
- The Treasurer's Office continues to aggressively pursue reductions in banking fees by streamlining services and converting to available online services where possible.

2015-16 WORK PROGRAM GOALS

- The goal for this fiscal year is to achieve an investment portfolio yield of 1.10% with continued emphasis on safety and liquidity.
- During this fiscal year, the Treasurer's Office will continue to work with various departments with the goal of increasing the use of electronic payments, both incoming and outgoing.

CITY TREASURER

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		EXPENDITURES FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	CHANGE FROM PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 407,818	\$ 377,046	\$ 375,448	\$ (1,598)
60012	Fringe Benefits	76,681	85,011	78,004	(7,007)
60012.1008	Fringe Benefits - Retiree Benefits		2,500	2,490	(10)
60012.1509	Fringe Benefits - Pension	75,756	83,380	80,289	(3,091)
60012.1528	Fringe Benefits - Workers Comp	17,967	8,650	6,829	(1,821)
60015	Wellness Program	180			
60022	Car Allowance	1,506	1,500	1,500	
60027	Taxes Non-Safety			5,444	5,444
60031	Payroll Adjustment	7,720			
		587,628	558,087	550,004	(8,083)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 14,304	\$ 38,400	\$ 38,400	
62300	Special Departmental Supplies	2,543	3,750	3,250	(500)
62310	Office Supplies	1,461	1,665	1,700	35
62420	Books & Periodicals		325	325	
62440	Office Equip Maint & Repairs	225	1,500	1,500	
62455	Equipment Rental	794	900	900	
62700	Memberships & Dues	155	440	700	260
62710	Travel	1,153	1,325	1,500	175
62755	Training	200	1,000	5,205	4,205
62830	Bank Service Charges	47,160	65,000	60,000	(5,000)
62895	Miscellaneous	302	1,175	2,000	825
NON-DISCRETIONARY					
62220	Insurance	6,321	6,617	6,947	330
62470	F533 Office Equipment Rental			612	612
62485	F535 Comm Equip Rental	3,619	3,199	3,199	
62496	F537 Computer Equip Rental	5,112	5,460	9,093	3,633
		83,349	130,756	135,331	4,575
PROGRAM TOTAL		\$ 670,977	\$ 688,843	\$ 685,335	\$ (3,508)

CITY TREASURER

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS 2013-14	STAFF YEARS 2014-15	STAFF YEARS 2015-16	CHANGE FROM PRIOR YEAR
City Treasurer	1.000	1.000	1.000	
Assistant City Treasurer	1.000	1.000	1.000	
Treasurer Technician	1.000	1.000	1.000	
Account Clerk	1.000	1.000	1.000	
Intermediate Clerk	1.000	1.000	1.000	
TOTAL STAFF YEARS	5.000	5.000	5.000	